



STATE OF MAINE
BOARD OF LICENSURE OF WATER TREATMENT PLANT OPERATORS
DEPARTMENT OF HUMAN SERVICES
DIVISION OF HEALTH ENGINEERING
10 STATE HOUSE STATION
AUGUSTA, MAINE 04333-0010

DATE: APRIL 20, 2001

POLICY FOR RENEWAL TRAINING COURSES
FOR WATER SYSTEM OPERATOR RECERTIFICATION

I. POLICY OBJECTIVES AND APPROVAL REQUIREMENTS

This policy establishes criteria for renewal training to ensure that the training is under responsible sponsorship, capable direction and qualified instructors. The criteria established are the minimum requirements and are meant to assure that operators will receive professional development opportunities needed to complete their job duties and responsibilities, which is to supply safe drinking water to the public. An effort has been made to be consistent with the intent of the International Association for Continuing Education and Training Council (IACET). This document outlines the requirements and procedures for conducting training acceptable for awarding continuing education credits or similar training contact hours for operator certification renewal. The Certification Officer acting for the Board of Licensure of Water Treatment Plant Operators (the Board) will assist with review and approval of courses and will assure that all criteria are met.

Training may be approved by the Board by the following methods:

1. The organization conducting training issues Continuing Education Units (CEU) and meets the criteria for the use of the CEU as established by IACET or issues college credits meeting the requirements of a college accrediting association.
2. The organization conducting the training has had their training program approved by the Board.
3. The individual(s) or organization conducting training has been approved by the Board to conduct specific training for issuance of Training Contact Hours.

4. The training program or specific training is cosponsored or sanctioned by an organization that has had its training approved by the Board for issuance of Training Contact Hours.

II. CRITERIA FOR APPROVING TRAINING PROGRAMS, INSTITUTIONS, COLLEGES, ASSOCIATIONS, COMPANIES, OR OTHER ORGANIZATIONS ISSUING CEUs.

(1) Training programs or organizations having direct application to the water works field and meeting the criteria of the IACET, formally the Council on the Continuing Education Unit, for the use of Continuing Education Units (CEU) will not need approval of the board for issuing CEUs to be credited towards meeting the renewal training requirements. All other renewal training programs must be approved by the Board except for cosponsored or sanctioned training which issue CEUs.

III. CRITERIA FOR TRAINING PROGRAMS

(1) National, regional, state or other organizations, institutions, associations, corporations, etc. (governmental or private) involved in a drinking water supply related field conducting, cosponsoring, or sanctioning training, seminars, workshops, or meetings but not presently issuing CEUs may apply to the Board for approval of their training program. To obtain training program approval, the organization must submit to the Board for review their training criteria which should, at a minimum, include the following information:

- (a) the standards by which the organization plans to meet the criteria of this policy especially, to all intents and purposes, the criteria for individual training approval;
- (b) criteria for cosponsoring and sanctioning training;
- (c) a written policy on maintaining records; and
- (d) a mission statement that outlines the functions, structure, processes, and philosophy which guides the operations of the continuing education or training program.

(1) If granted, this approval will allow the organization to issue TCHs and course numbers for training courses without individual course pre-approval. These TCHs can be used towards meeting the renewal training requirements of the Board, provided that the training criteria is strictly enforced and/or not substantially modified.

(2) An annual training curriculum and/or agenda and course syllabi must be submitted to the Board by the end of each calendar year.

(3) Any changes or modifications to the information submitted to Board for training program approval shall be submitting to the Board for review and approval 45 days before the date of the training.

IV. CRITERIA FOR INDIVIDUAL TRAINING COURSES

- A. Any individual or organization wishing approval for Training Contact Hours for certification renewal shall meet the following guidelines for conducting training, record keeping and tracking attendance. The following information must be retained on file and available for inspection by the Board:
1. The date and location of training and brief description of the facility
 2. The course outline showing the topic(s) to be presented and time allotted for each (including beginning and ending times). The outline must include the training course or session objective(s)
 3. A list of all instructional material, if applicable
 4. A list of any audiovisual materials to be used such as videotape, slides, slide/tape presentation, films and overheads
 5. The name, address telephone number and background information or resume of the instructor(s) which details competence in the subject matter, understanding of the purpose and intended learning outcome of the program and the ability to communicate the program content at the appropriate level
 6. A copy of the certificate of completion to be issued to the attendees containing but not limited to the following:
 - a. Attendees' names
 - b. Name of course
 - c. Renewal credits or hours issued
 - d. Date course was held
 - e. Name of cosponsoring or sanctioning organization, if applicable
 - f. Name of responsible individual within the organization
 - g. Name of organization issuing certificate and keeping records
 7. A copy of the attendance roster containing but not limited to the following:
 - a. Name of course
 - b. Renewal credits issued
 - c. Date and time course was held
 - d. Location of course
 - e. Name of course instructor
 - f. Names of attendees
 - g. Morning and afternoon section for sign in/out, if applicable. If the course is for more than one day the roster must show each day of attendance

8. A copy of the evaluation form which measures the quality of the training
 9. Requirements for satisfactory completion of the training, in writing. Participants must be informed of the requirements for satisfactory completion prior to their participation. The requirements should be based on a combination of performance and attendance
 10. Attendance rosters or sign-in/out sheets documenting that attendees were present
 11. The name and title of the individual within the organization responsible for the quality and development of training programs
 12. A written policy on maintaining records showing record keeping criteria of the organization conducting training and issuing credits toward operator certification renewal
- B. Renewal credit is based on actual contact time in training. All breaks and meal times must be noted on the agenda and will not count toward contact time. Excessive time allotted for introductions or welcomes will not count toward contact time
- C. No credit will be given prior to the completion of any training course. Participants must attend the entire session and satisfactorily complete the program. The completion date of a multi-day course is the last day of the course
- D. The minimum credit issued will be 1.0 Training Contact Hour. Renewal credit will be issued in increments of 0.5 Training Contact Hours. Training Contact Hours are equivalent to the following:
1. 1.0 Continuing Education Unit (CEU) equals 10 Training Contact Units
 2. 1 College credit for applicable courses equals 10 Training Contact Hours
- E. A record of participation must be maintained for each individual to whom continuing education or training contact hours are awarded. The maintenance of records is the responsibility of the organization conducting, sponsoring or sanctioning the program and awarding training credits. All records must be maintained for a period of five years from the date the training is offered
- F. Only training related to water system operations, treatment, distribution, safety or management or related fields will be creditable toward meeting the renewal training requirement

COURSE ADVERTISEMENT

All advertisements that state that the training has approved education credits for water operator certification renewal must include the type and amount of renewal credit hours issued. Those courses advertised offering education credits must have prior approval.